

## SENIOR PLANNER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### DEFINITION

To lead, oversee and participate in the more complex and difficult work of staff responsible for providing planning services to the City including current and long-range planning; to create, organize, execute and complete major planning projects; and to perform a variety of tasks relative to assigned areas of responsibility.

### DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Planner series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including exercising lead direction over assigned lower level staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management staff.

Exercises functional administrative and technical supervision over lower level staff.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** – *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Lead, plan, train and review the work of staff responsible for providing planning activities and operations for the City, including current and long-range planning.
2. Plan, direct and participate in planning activities, policy development, and project management in assigned area of responsibility; develop innovative and comprehensive techniques for managing urban growth.
3. Assume responsibility for developing and implementing programs to enhance planning programs as required.
4. Train assigned employees in their areas of work including planning methods, procedures and techniques.
5. Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
6. Review planning projects within assigned area for consistency with applicable rules and regulations, including City ordinances, general plan, environmental compliance and related areas.
7. Provide analysis and recommend actions to officials, business groups and other professionals on all aspects of planning.
8. Coordinate inter agency staff to create and modify major plans, guidelines and procedures in assigned area.

**CITY OF BELMONT**  
**Senior Planner (*Continued*)**

**Essential Functions:**

9. Receive, review and process development applications for variances, use permits, general plan amendments and re-zonings; prepare reports as required.
10. Coordinate work of developers, contractors and City agencies; prepare work programs and schedules for projects; monitor timely completion.
11. Research complex planning cases, issues and projects for various agencies and the public; provide staff support to planning boards and commissions.
12. Collect and organize specialized data for periodic reports, presentations and maintenance of information related to community needs, goals and services; analyze alternative solutions to ensure system changes conform to strategies and policies in assigned area.
13. Attend and participate in a variety of group meetings; stay abreast of new trends and innovations in the field of urban planning and development.

**Marginal Functions:**

1. Respond to public inquiries in an courteous manner; provide information within the area of assignment including planning, environmental review and zoning matters; resolve complaints in an efficient and timely manner.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a planning program including current and long-range planning.  
Principles of lead supervision and training.  
Principles and practices of urban development.  
Applicable rules, regulations, codes and ordinances.  
Methods and techniques of urban planning and development  
Complex methods and techniques of planning research and analysis.  
Advanced modern office methods, practices, procedures and equipment, including computers and supporting graphic presentation, mapping and database management programs.  
Planning and design techniques within assigned area.  
Advanced technical report writing.  
Laws, ordinances and regulations governing planning activities in assigned area.  
Pertinent Federal, State and local codes, laws and regulations.  
Methods and techniques of evaluating site planning and design principles.

**Ability to:**

Lead, organize and review the work of staff in the area of work assigned including current and long-range planning.  
Independently perform the most difficult planning tasks.  
Analyze and compile technical and statistical information and reports.  
Interpret, explain and enforce planning program policies and procedures.

**CITY OF BELMONT**  
**Senior Planner (Continued)**

**Ability to:**

Coordinate activities with developers, contractors, consultants, agencies and departments.  
Interpret and apply laws, ordinances and regulations governing planning activities in assigned area.  
Perform complex technical research and analyze data.  
Operate office equipment including computers and supporting word processing and spreadsheet applications.  
Work independently in the absence of supervision.  
Understand and follow oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Four years of increasingly responsible planning experience including some lead supervisory responsibility.

**Training:**

Equivalent to a Bachelors degree from an accredited college or university with major course work in planning or a related field.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.